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5 May 1964

LBK noted
16 May

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-30 Apr 1964

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 49,166 items for April broken down as follows:

Comparison with the 1963 Monthly Average

		<u>Over</u>	<u>Under</u>
CIA IN cables	22,428	17%	
CIA OUT cables	6,621		6%
Miscellaneous items	3,968	27%	
Non-CIA cables	<u>16,149</u>	<u>10%</u>	<u>—</u>
Total Work Units	49,166	12%	

b. From 1 January 1964 thru 30 April 1964 the Cable Secretariat processed 109,759 CIA IN/OUT cables, which is 10% more than the number of CIA IN/OUT cables (99,994), processed during the same period in 1963.

c. 1,596 or 4% of all cables processed were furnished to the Director as compared to 1,327 or 3% for March 1964.

2. Personnel

25X1A

25X1A a. Our personnel picture remains the same as last month, [REDACTED] persons on duty against a ceiling and T/O of [REDACTED]

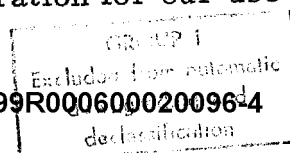
25X1A b. It was my pleasure to present Quality Step Increases to [REDACTED] my secretary, and to [REDACTED] Clerk, during the month for outstanding work. I believe that this program of recognition is a real morale builder. Certainly it can be said that the day to day performance of each of our employees honored in this very tangible way, sets an example for all to strive for.

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3. General

25X1A a. [REDACTED] completed a two week course on the maintenance and repair of an A.B. Dick Offset Press in preparation for our use of such a press in May 1964.

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3. b. It appears that because our actual employment is running [REDACTED] persons while budget procedures provided for but [REDACTED] persons, we are going to exceed our allocation. According to [REDACTED] there is no reasonable basis "for requesting the Cable Secretariat to reduce the duty strength, because the office is now running at peak load capacity". He stated further that it appeared that sufficient funds are available in the Director's Area to cover their additional need. This case of "running over" is simply one of applying a budgeting technique and I don't believe reflects adversely on either the Cable Secretariat or the Budget people.

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[REDACTED]

✓ Cable Secretary

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